Dear ARCHIVES/CHICAGO 2007 Exhibitor:

Congratulations on your decision to exhibit your services/products at ARCHIVES/CHICAGO 2007, the 71st Annual Meeting of the Society of American Archivists. We look forward to welcoming you to SAA's own "Sweet Home" in August. As expected, our registration numbers are growing rapidly – seems like everyone likes the idea of this opportunity to **THINK BIG!**

The enclosed Exhibitor Kit from GES Exposition Services (our show contractor) provides all the specific instructions that you will need for your booth set-up. Please take a moment to review the Kit, as deadlines are approaching rapidly. If you have any questions or concerns about the Kit, please contact Denene Kinney with GES directly at 301-583-5060 or dkinney@ges.com.

Included with your booth purchase are two complimentary meeting registrations (per 8x10 booth purchase) and two additional "Expo Hall Only" passes. To ensure that your representatives have name badges and are able to attend the entire conference, we ask that you complete and return a registration form for each individual. (Don't forget to indicate attendance at social events!) In this packet you will find two complimentary meeting registration forms and one form on which we ask that you indicate up to two individuals to receive "Expo Hall Only" passes. **Please complete and return all registration forms via fax to SAA Registrar Carlos Salgado at 312-347-1452 no later than July 31**.

It's not too late to sponsor an event! You can enhance your exposure before, during, and after the conference by sponsoring an event or take-away. The enclosed brochure lists lots of opportunities, and we're happy to work with you to create a sponsorship that meets your needs. Contact Nicole Unger or Michele Dodson (at 410-571-0590) or me (at 312-922-0140) to talk about your marketing goals and how an ARCHIVES/CHICAGO 2007 sponsorship might help you meet them.

ARCHIVES/CHICAGO 2007 is approaching quickly, and we look forward to working with you to ensure that the International Archives and Information Technology Expo gives you the opportunity to meet your marketing goals, to interact with current and future customers – and to THINK BIG!

Best regards,

Nancy

Nancy P. Beaumont
Executive Director

Enclosures: Exhibitor Kit, Exhibitor Registration Forms

cc: Michele Dodson, Conference & Logistics Consultants
Nicole Unger, Conference & Logistics Consultants
Carlos Salgado, SAA Registrar

527 SOUTH WELLS STREET, 5TH FLOOR | CHICAGO, IL 60607-3922 USA
TEL 312/922-0140 | FAX 312/347-1452 | E-MAIL info@archivists.org | WEB www.archivists.org

ARCHIVES

SAA Society of American Archivists | CHICAGO 2007

SPONSORSHIP OPPORTUNITIES

71st Annual Meeting of the Society of American Archivists

ARCHIVES / CHICAGO 2007

The Fairmont Chicago

Conference Dates: August 29 – September 1

Exposition Dates: August 30 – 31

Now you can enhance your exposure at ARCHIVES/CHICAGO 2007 with sponsorship of an attendee take-away or event. Sponsorship is an extremely effective way to communicate your company's commitment to archivists and records managers, their institutions, and their profession. A sponsorship proclaims your interest in providing the best education and networking in the profession. And with ARCHIVES/CHICAGO 2007's comprehensive list of sponsorship options, you're sure to find one that meets your company's needs and budget!

At ARCHIVES/CHICAGO 2007, you'll share your message with more than 1,500 archives and records professionals from around the world. Attendees enjoy a week-long program of workshops, education sessions, networking opportunities, and special events. The THINK BIG! EXPO offers industry suppliers and partners the chance to showcase products and services to the profession's decision makers. Here's your chance to take your commitment to the next level!

THINK BIG! ARCHIVES/CHICAGO 2007 is your best opportunity all year to make the most of your marketing dollars!

Corporate Sponsorship Opportunities

A Corporate Sponsorship offers major contributors a special opportunity for continued recognition before, during, and after ARCHIVES/CHICAGO 2007. You'll gain great visibility and have the chance to mingle with SAA's leaders, staff, speakers, and supporters.

Gold Sponsor $20,000

- Ten conference registrations (a $4,000 value!)
- Two 8 x 10 premium-location Exhibit Hall spaces (a $1,900 value!)
- Your company name on all meeting signage displayed outside all meeting rooms and public hallways
- An individual event of your choice up to $15,000
- Corporate Gold Sponsor listing and logo in Preliminary and Onsite programs
- Full-page ads in Preliminary and Onsite programs (a $1,000 value!)
- Full-page ad in a pre-meeting issue of *Archival Outlook* (a $510 value!)
- Listing on the SAA website, with a direct link to your site
- Multi-media recognition at the Plenary sessions
- Special acknowledgment by the Plenary session chairs
- Ten invitations to the President's Reception
- Your company's promotional material inserted free in all attendee registration bags

Silver Sponsor $15,000

- Five conference registrations (a $2,000 value!)
- One 8 x 10 premium-location Exhibit Hall space (a $1,050 value!)
- Sponsorship of a take-away of your choice up to $10,000
- Corporate Silver Sponsor listing and logo in Preliminary and Onsite programs
- Full-page ads in Preliminary and Onsite programs (a $1,000 value!)
- Full-page ad in a pre-meeting issue of *Archival Outlook* (a $510 value!)
- Listing on the SAA website, with a direct link to your site
- Five invitations to the President's Reception
- Your company's promotional material inserted free in all attendee registration bags

Bronze Sponsor $10,000

- Two conference registrations (a $798 value!)
- One 8 x 10 Exhibit Hall booth
- Sponsorship of attendee badge wallets
- Half-page ads in Preliminary and Onsite programs (a $700 value!)
- Corporate Bronze Sponsor listing and logo in Preliminary and Onsite programs
- Listing on the SAA website, with a direct link to your site

ARCHIVES
SAA Society of American Archivists | CHICAGO 2007

Specific Sponsorship Opportunities

If you'd prefer, you may sponsor individual events or take-away items that are sure to be memorable for meeting attendees. Following are lots of options to help you meet your marketing goals within your budget. All sponsors will be listed in the Onsite Program and on the SAA website just as soon as sponsorship is confirmed. Confirm early for additional exposure!

All-Attendee Reception* $35,000

The event that just keeps growing! Attendees take advantage of this time to network with old friends and colleagues and to make new ones. You'll have the opportunity to highlight your organization's name and presence in a relaxed and fun atmosphere as archivists take on Sweet Home Chicago! Sponsor the entire event or select from the "a la carte" menu below:

- **Can We Buy You a Drink?**
  Your opportunity to have "face time" with attendees as they enter the reception site. Pre-printed drink tickets will include the following text: "Free Drink compliments of Your Company Name and Logo."
  ..... $5,000

- **Food Station —** Sponsor one of our delectable food stations at the reception. We'll place signage at your station and also provide attendees with any giveaways (eg, napkins, pens, trinkets) that you provide.
  ..... $2,000

- **Transportation —** We'll place your company name on each and every bus that you sponsor! In addition, we'll make an announcement on your sponsored bus en route to our reception to publicly thank your company for its sponsorship. Be sure to take your sponsored bus, so that we can personally acknowledge you!
  ..... $500 per bus

**For those not able to sponsor the entire event, partial sponsorships are available.*

THINK BIG! Happy Hour in the Exhibit Hall $15,000

Here's your chance to showcase your company in the Exhibit Hall, where your current and prospective clients have direct access to you. We'll highlight your generosity on a large "thank you" banner, signage at all food stations, and drink tickets that carry your company name and logo. And we'll provide a public "thank you."

ARCHIVES/CHICAGO 2007 Tote Bags $10,000

How many tote bags does anyone need? Well, based on the clamoring for bags every year, we can only assume that the answer is "never enough"! Imagine your company name and logo displayed all week long as more than 1,500 attendees carry their tote bags around the meeting facility, around Chicago, and back home. They'll remember your company's generosity for years to come!

Chicago Blues Brunch in the Exhibit Hall $10,000

Yes, the feeding frenzy continues! Our attendees love to eat, and you're sure to receive their thanks and recognition for providing a delectable Chicago Blues Brunch, complete with all the trimmings. This 2-hour event will feature food station signage and a banner highlighting your company's name and logo, and a public "thank you" for your generosity.

Attendee Badge Wallets $5,000

Attendees are required to wear their badges just about everywhere, and your company name and logo will travel with them during the conference—and beyond. Let's see: 1,500 attendees x 1,000 impressions/day x 6 days equals....?

President's Reception $3,000

Select groups are invited to attend the President's Private Reception. Here's your opportunity to place your company's name before past, present, and future leaders of SAA. You'll receive personal thanks from the President and signage at the door.

New Member/First-Timer Breakfast $3,000

More and more come every year as SAA membership continues to grow! If you're looking for new leads and contacts, what better place to make an important first impression than at this special function just for new members and first-time attendees? Here's your chance to develop strong partnerships with the future of the profession! Sponsorship includes signage and a public "thank you."

"Last Chance" Exhibit Hall Break $3,000

No matter how well attendees plan, they always seem to find themselves in the Exhibit Hall for that one last visit before the hall closes. You can take advantage of this heavily trafficked time to leave a lasting impression. Sponsorship includes snack station signage and a public "thank you."

Closing Party Band/Entertainment $3,000

You'll leave a "lasting" impression at this last official event of ARCHIVES/CHICAGO 2007. Archivists love to rock, and our hired entertainers will make sure they dance the night away — thanks to ***you!***

For complete information about these sponsorship opportunities—or to begin customizing your own sponsorship—please contact: Nancy Beaumont, SAA Executive Director (312-922-0140, nbeaumont@archivists.org) or Nicole Unger, Conference & Logistics Consultants (410-571-0590, saa2007@gomeeting.com).

Sponsorship Agreement

This sponsorship agreement is between the Society of American Archivists (SAA) and

(Company name) _____, which agrees to sponsor the following item(s) or event(s) at ARCHIVES/CHICAGO 2007, to be held August 29 - September 1, 2007, in Chicago. SAA agrees to provide recognition to (Company name) _____ at ARCHIVES/CHICAGO 2007 as detailed on the accompanying "Sponsorship Opportunities" form, which is considered a part of this agreement.

Please indicate your selections(s) from the following options:

ITEM OR EVENT	FEE
☐ **All-Attendee Reception**	**$35,000**
☐ **Gold Sponsor**	**$20,000**
☐ **Silver Sponsor**	**$15,000**
☐ **THINK BIG! Happy Hour in the Exhibit Hall**	**$15,000**
☐ **Bronze Sponsor**	**$10,000**
☐ **ARCHIVES/CHICAGO 2007 Tote Bags**	**$10,000**
☐ **Chicago Blues Brunch in the Exhibit Hall**	**$10,000**
☐ **Attendee Badge Wallets**	**$5,000**
☐ **Can We Buy You a Drink?**	**$5,000**
☐ **President's Reception**	**$3,000**
☐ **New Member / First-Timer Breakfast**	**$3,000**
☐ **Closing Party Band / Entertainment**	**$3,000**
☐ **"Last Chance" Exhibit Hall Break**	**$3,000**
☐ **Food Station at All-Attendee Reception**	**$2,000**
☐ **Reception Transportation**	***$500 per bus***
☐ **Other Sponsor Opportunity**	**$** _____
Describe here: _____	

For those not able to sponsor the entire event, partial sponsorships are available.

The Undersigned parties agree to the above:

_____
Company Representative Name (Please Print)

_____
Title (Please Print)

_____
Signature

_____
Company Name (Please Print)

_____
Date Signed

Nancy P. Beaumont, SAA Executive Director

Nancy P. Beaumont
The Society of American Archivists

_____
Date Signed

ARCHIVES/CHICAGO 2007

International Archives & Information Technology Exposition
August 30 -31, 2007
Fairmont Chicago
Chicago, Illinois

"EXPO HALL ONLY" REGISTRATION

As outlined in the original ARCHIVES/CHICAGO 2007 Exhibitor Agreement, **SAA will provide up to two name badges for individuals working in your booth that will allow access ONLY to the Exhibit Hall.** (This is in addition to the two complimentary meeting registrations that you will receive as an Exhibitor.)

If you need these additional badges to accommodate your ARCHIVES/CHICAGO 2007 exhibit staff, please provide the names of the two additional representatives below:

Company: _____

Booth #: _____

Expo Hall Only Badge #1
Name: _____

Expo Hall Only Badge #2
Name: _____

PLEASE RETURN THIS VIA FAX TO: Carlos Salgado, SAA Registrar, at 312-347-1452.

If you have any questions, please contact the SAA 2007 Conference Office at 410-571-0590 or via email at SAA2007@gomeeting.com.

We look forward to welcoming you to "Sweet Home" Chicago!

ARCHIVES

SOCIETY OF American Archivists | CHICAGO 2007

Exhibitor/Sponsor Registration

Society of American Archivists Annual Meeting

Chicago, IL • August 28 - September 1, 2007 Expo • August 30 - 31, 2007

1. COMPLIMENTARY REGISTRANT #1

One registrant per form. Please type or print clearly.

one

LAST NAME | FIRST NAME | NICKNAME FOR BADGE

EXHIBITING COMPANY NAME | BOOTH #

STREET OR PO BOX

CITY | STATE/PROVINCE | ZIP/POSTAL CODE | COUNTRY

PHONE | DAYTIME PHONE (WITH AREA CODE) | FAX (WITH AREA CODE)

E-MAIL ADDRESS

Please check appropriate box: Members Nonmembers

Guest* ..... ☐ $99 ☐ $129

GUEST NAME IF REGISTERED*

SAA Individual Member: ☐ No ☐ Yes

SAA Regular Institutional Member: ☐ No ☐ Yes

SAA/ARMA Reciprocal Rate: ☐ No ☐ Yes

ARMA ID# _____

☐ Check here if you have any special needs in order to participate fully in this event. The conference staff will contact you.

* **Guest Registration:** Designed especially for spouses and children of conference attendees, Guest registration allows the guest to attend the Opening and Closing Plenary Sessions, the Opening Reception, and the Exhibit Hall. Guest registrations must accompany the conference attendee's registration. When registering a guest, Please be sure to provide full names to the left.

ARCHIVES

SOCIETY OF American Archivists | CHICAGO 2007

Exhibitor/Sponsor Registration

Society of American Archivists Annual Meeting

Chicago, IL • August 28 - September 1, 2007 Expo • August 30 - 31, 2007

1. COMPLIMENTARY REGISTRANT #2

One registrant per form. Please type or print clearly.

two

LAST NAME | FIRST NAME | NICKNAME FOR BADGE

EXHIBITING COMPANY NAME | BOOTH #

STREET OR PO BOX

CITY | STATE/PROVINCE | ZIP/POSTAL CODE | COUNTRY

PHONE | DAYTIME PHONE (WITH AREA CODE) | FAX (WITH AREA CODE)

E-MAIL ADDRESS

Please check appropriate box:

	Members	Nonmembers
Guest*	☐ $99	☐ $129

GUEST NAME IF REGISTERED*

SAA Individual Member: ☐ No ☐ Yes

SAA Regular Institutional Member: ☐ No ☐ Yes

SAA/ARMA Reciprocal Rate: ☐ No ☐ Yes

ARMA ID# _____

☐ Check here if you have any special needs in order to participate fully in this event. The conference staff will contact you.

* **Guest Registration:** Designed especially for spouses and children of conference attendees, Guest registration allows the guest to attend the Opening and Closing Plenary Sessions, the Opening Reception, and the Exhibit Hall. Guest registrations must accompany the conference attendee's registration. When registering a guest, Please be sure to provide full names to the left.

3. PRE-CONFERENCE PROGRAM FEES

		Members (Early/Regular)*	Nonmembers (Early/Regular)*
0801	**Train the Trainer** (8/26)	❑ $195 / $235	❑ $250 / $285
0802	**Oral Histories: Publications, Exhibits, Internet** (8/26)	❑ $185 / $235	❑ $235 / $285
0803	**Describing Archives: A Content Standard** (8/26)	❑ $185 / $235	❑ $235 / $285
0804	**Understanding Archives** (8/26-8/27)	❑ $285 / $335	❑ $365 / $415
0805	**Managing Digital University Desktop** (8/27)	❑ $185 / $235	❑ $235 / $285
0806	**Project Management for Archivists** (8/27)	❑ $185 / $235	❑ $235 / $285
0807	**Copyright: The Archivist & the Law** (8/27-8/28)	❑ $285 / $335	❑ $365 / $415
0808	**Planning New & Remodeled Archival Facilities** (8/27-8/28)	❑ $285 / $335	❑ $365 / $415
0809	**Style Sheets for EAD: Finding Aids on Web** (8/27-8/28)	❑ $325 / $375	❑ $405 / $455
0810	**User Studies: Applicability to Practice** (8/28)	❑ $185 / $235	❑ $235 / $285
0811	**Advanced Electronic Records Management** (8/28)	❑ $185 / $235	❑ $235 / $285
0812	**Digitization Matters Symposium** (8/29)	❑ $40 / $60	❑ $60 / $80
	Subtotal Pre-Conference Fees	**$ _____**	**$ _____**

The Early-Bird deadline is July 26. Regular rates apply after that date.

4. TICKETED SPECIAL EVENTS

Please indicate if you plan to attend — even if the event is free to registrants — so that we may provide you with a ticket and have an accurate estimate of attendance.

	# Tickets	
SAA Student Mixer (8/29)	_____	Free to registrants
ACA Annual Business Meeting and Member Reception (8/30)	_____	Free to ACA Members
All-Attendee Reception (8/31)	_____	Free to registrants
Guest Ticket to All-Attendee Reception (8/31)	_____ ADULT _____ CHILD	$35 Adult / $10 Children 12 and under
Closing Party (9/1)	_____	Please place a check on the line to the left if you wish to be notified when plans for this event are complete.

Subtotal Special Event Fees $ _____

5. METHOD OF PAYMENT

All payments must be made in U.S. funds. SAA accepts checks, VISA, MasterCard, and American Express. Please make checks payable to SAA. Do not send cash.

Total: $_____ ☐ Check # _____ ☐ VISA ☐ MasterCard ☐ American Express

CREDIT CARD # EXPIRATION DATE

NAME ON CARD (PLEASE PRINT)

CARDHOLDER'S SIGNATURE

For faster service:
Register online at **www.archivists.org**

Or submit via fax
(with credit card information) to:
312-347-1452

Or send completed form with payment to:
ARCHIVES/CHICAGO 2007 Registrar
Society of American Archivists
527 South Wells Street, 5th Floor
Chicago, IL 60607-3922

Questions? 312-922-0140

Please do not submit registration via more than one method.

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Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

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060205

Click Here to View Information Brochure

Show Information

Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

Official Service Contractor

GES Exposition Services	Phone (in USA):	800.475.2098	International Calls:	702.515.5970
7050 Lindell Road	FAX (in USA):	866.329.1437	International Faxes:	702.263.1520
Las Vegas, NV 89118-4702	Contact us Online:	www.ges.com/contact		

Show Information

Backwall Drape:	Blue / White / White / Blue
Sidewall Drape:	Blue
Exhibit Hall Carpet Color:	Multi-Colored
Aisle Carpet Color:	Blue

Booth Package

Booth Size: 8' x 10'
1 - 6' Blue Draped Table, 1 - Wastebasket, 2 - Plastic Contour Chairs
1 - One line ID sign (7"x44") provided automatically
Existing Ballroom Carpeting

Important Dates

*Be sure to check all order forms for **additional** deadlines.*

Thu,	**August 9**	Discount Deadline for orders received with payment	
Tue,	**July 31**	Advance Shipments may begin arriving at Warehouse	
Mon.	**August 27**	Last day for Advance Shipments to arrive at Warehouse without surcharges	
Thu,	**August 30**	Direct Shipments may begin arriving at Exhibit Site	
Thu,	**August 30**	Last day for Direct Shipments to arrive at Exhibit Site	
Thu,	**August 30**	Installation	1:00pm - 5:00pm
Thu,	**August 30**	Show Hours	5:45pm - 7:45pm **Private Appointments**
Fri,	**August 31**		7:00am - 8:00am
Fri,	**August 31**		9:00am - 4:30pm
Fri,	**August 31**	Dismantle	4:30pm - 7:00pm
Fri,	**August 31**	Carriers must be checked in by 5:30pm	
Fri,	**August 31**	All exhibitor materials must be removed by 7:00pm	

Shipping Addresses

Advance Shipments to Warehouse	c/o GES Exposition Services 2350 South Wood Street Chicago, IL 60608	***Shipments should arrive on or before:*** *August 27, 2007*
Direct Shipments to Exhibit Site	c/o GES Exposition Services Fairmont Hotel at Illinois Center 200 North Columbus Drive Chicago, IL 60601	***Shipments will be accepted beginning:*** *August 30, 2007*

GES Servicenter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

Thu,	**August 30**	1:00pm - 7:00pm
Fri,	**August 31**	7:00am - 7:00pm

Show Management

Conference & Logistics Consultants
Nicole Unger
31 Old Solomons Island Road
Annapolis, MD 21401
410.571.0590

103106

Trade Show Tips

Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National Servicenter℠. You should receive a confirmation of your order within 3-5 days of placement.
- Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your number is on each label.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.

GES

Petroleum Surcharge Information

Society of American Archivists
71st Annual Meeting
Fairmont Hotel at Illinois Center • August 30 - 31, 2007

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

In order to offset the effects of increasing fuel costs being felt by every citizen and industry in North America, GES® Exposition Services has enacted a Petroleum Surcharge Program.

The Petroleum Surcharge will result in a 2% increase on all services published in the exhibitor service manual with the exception of GES® Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueens, propane fuel and diesel fuel.

GES thanks you for your continued support and patience during this critical time.

Payment & Credit Card Charge Authorization

G-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact **Phone:** 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

FORM DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #			CONTACT'S HOTEL (OPTIONAL)

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a $25.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

***** If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

Bank wire transfer payment information:

Beneficiary: **GES Exposition Services**
c/o Bank of America
1655 Grant Street
Concord, CA 94520 USA
Telephone # 800.227.3337

Account #: 7188-1-01819
ABA Routing #: 0260-0959-3
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
100 West 33rd Street, New York, NY 10001 USA

To properly credit your account, send the following information to the GES address listed on the order forms:
- *exhibiting company name, show name, show facility, and booth number*
- *date and amount of wire transfer*
- *bank and country where transfer originated*

- If you have any questions regarding our payment policy, please call GES National Servicenter℠ at 800.475.2098 or visit the GES Servicenter® at the show.
- **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, ***we require your credit card charge authorization to be on file with GES.***
- You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN **X**
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

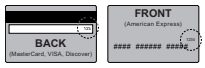
Credit Card Charge Authorization

All information must be provided. **Your order <u>will not be processed</u> if any information is missing.** (i.e. Expiration Date, Verification Code, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ____ – ____ – ____ – ____

PROVIDE V-CODE* ***VERIFICATION CODE*** ***PROVIDE EXPIRATION DATE*** ***EXPIRATION DATE***

☐ *Corporate*
☐ *Personal*



☐ MasterCard ☐ Discover
☐ VISA ☐ American Express
☐ Diners Club

*V-Code is either on the back or front of your card.

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

PLEASE SIGN **X**
CARDHOLDER'S SIGNATURE DATE

Calculation of Orders

	TOTAL
Exhibit System Rental	$
Furniture & Accessories	$
Carpet	$
Hanging Sign & Truss	$
Cleaning	$
Labor	$
Material Handling	$
GES Electrical	$
Other GES Services *(Specify)*	$
1. Total of All Above Items	$
2. Add Petroleum Surcharge Assessment @ 2%	$
3. FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	**$**

To simplify payment, send a check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: $
Enclosed is a check in the amount of: $

Check No. ____ Dated ____

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

103106

3rd Party Billing Request

G-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact **Phone:** 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

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FORM DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm

EXHIBITING FIRM

STREET ADDRESS

CITY | STATE | ZIP

PHONE | FAX

The items checked below are to be invoiced to the Exhibiting Firm:

- ☐ I & D Labor
- ☐ Signs
- ☐ Transportation Charges
- ☐ Material Handling In & Out
- ☐ Booth Cleaning
- ☐ Rental Furniture
- ☐ Electrical
- ☐ Plumbing
- ☐ Other *(Please Specify)* _____

_____

_____

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN x _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT | DATE

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Verification Code, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number _____ – _____ – _____ – _____

PROVIDE V-CODE* | ***VERIFICATION CODE*** _____ | ***PROVIDE EXPIRATION DATE*** | ***EXPIRATION DATE*** _____

- ☐ *Corporate*
- ☐ *Personal*

- ☐ MasterCard
- ☐ VISA
- ☐ Discover
- ☐ American Express
- ☐ Diners Club

*V-Code is either on the back or front of your card.

CARDHOLDER'S NAME | PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

PLEASE SIGN x _____
CARDHOLDER'S SIGNATURE | DATE

Third Party

THIRD PARTY

STREET ADDRESS

CITY | STATE | ZIP

PHONE | FAX

The items checked below are to be invoiced to the Third Party:

- ☐ All Services
- ☐ I & D Labor
- ☐ Signs
- ☐ Transportation Charges
- ☐ Material Handling In & Out
- ☐ Booth Cleaning
- ☐ Rental Furniture
- ☐ Electrical
- ☐ Plumbing
- ☐ Other *(Please Specify)* _____

_____

_____

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN x _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT | DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Verification Code, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number _____ – _____ – _____ – _____

PROVIDE V-CODE* | ***VERIFICATION CODE*** _____ | ***PROVIDE EXPIRATION DATE*** | ***EXPIRATION DATE*** _____

- ☐ *Corporate*
- ☐ *Personal*

- ☐ MasterCard
- ☐ VISA
- ☐ Discover
- ☐ American Express
- ☐ Diners Club

*V-Code is either on the back or front of your card.

CARDHOLDER'S NAME | PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

PLEASE SIGN x _____
CARDHOLDER'S SIGNATURE | DATE

050806

GES Safety First!

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Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

Exhibitor loss prevention guidelines at show site

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- GES forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. are prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a “safe operating” procedure. If they do not, a GES representative at the Exhibitor Service Desk can provide it to you.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.

071406

Show Site Work Rules

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Union Information

To assist you in planning your participation at your Chicago area show, we are certain you will appreciate knowing, in advance, that union labor will be required for certain aspects of your exhibit handling.

There are six major unions which have jurisdiction over trade shows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction. Adherence to these guidelines can save you a substantial amount of money.

Teamsters

Handle all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and /or dollies.

Riggers

Uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

Carpenters

Uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, recrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs.

Decorators

Hanging all non-electrical signs, drape and cloth installation and tacked fabric panels.

Electricians

Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

Plumbers

Handle all plumbing work such as compressed air, water, drain or natural gas.

Helpful Hints

Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company:

- Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- Install and dismantle displays within a 100 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- Install graphics and small signs, and logos and graphics that are attached with pre-cut velcro strips.
- Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10' in length.
- Perform simple electrical requirements, such as installing light bulbs.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of GES Exposition Services. Please refrain from voicing complaints directly to labor.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at 866.225.8230 to report fraudulent or unethical behavior.

GES Terms & Conditions of Contract

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GES TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE TO ANY PARTIES

I. Definitions:
GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;
Agents: GES' agents, sub-contractors, carriers, and the agents of each.
Customer: Exhibitor or other party requesting Services from GES.
Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.
Shipper: Party who tenders Goods to Carrier for transportation.
Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services.
Cold Storage: Holding of Goods in a climate controlled area.
Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.
Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.
Show Site: The venue or place where an exposition or event takes place.
Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.
Un-Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

II. Scope:
These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.
By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations
Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligations
Indemnification:
Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.
Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.
GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death **of persons, or damage to property other than Goods**. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods
Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.
Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.
Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.
Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.
Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be subject to the limitations of liability set forth in this document.
Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.
Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.
Unattended Booth: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
Measure of damage: GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be $.50 (fifty cents) per pound per piece, $100.00 (one hundred dollars) per package or $1,500.00 (one thousand five hundred dollars) per occurrence.
Excess Declared Value: If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form** and **paying by the appropriate additional charge in advance of the commencement of services by GES.** Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed $100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.
No Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.
Notice of loss or damage: In order to have a valid claim notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.
Filing of claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.
Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.
Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of suit: Any action at law regarding loss or damage to Goods must be filed within two years of the date of declination of any part of a claim.

VII. Jurisdiction, Choice of forum. This Agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.
All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound ($.60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

Click Here to View Shipping Brochure

R-1

Material Handling Information

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Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of “normal” delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
- **Shipment Surcharges** – A surcharge will apply if shipments are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicenter**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
  a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
  b. The lesser of **$0.50** per pound per package, **$100** per package, or **$1500** per occurrence.
  c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value $100,000)
- **Cost** – Excess declared value available from GES for $1.00 per $100 of excess valuation. ($50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.

050806

GET GES® TRANSPORTATION PLUS

SAVE 10%

ON MATERIAL HANDLING

GES® Logistics turns an exhibiting necessity into an added show value with GES® Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES® Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**

  Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

- **Your Shipping Partner**

  GES® Logistics gives you reliable service and great rates on air and ground shipping. You can also save 10% on round-trip shipping with GES® Roundtrip Plus. Count on GES as your shipping partner.

- **Smooth Integration**

  Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

For more info call 888.454.4437
or visit us online at www.ges.com/logistics

GES Logistics
shipping made easy

Exposition Services Exhibits & Design Graphics Logistics
Electrical Installing & Dismantling Technology Event Services

888.454.4437 www.ges.com

SPECIAL HANDLING

Click Here to View Special Handling Brochure

Transportation Plus & Material Handling Form

R-2c

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

FORM DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

SHIP WITH GES LOGISTICS TO RECEIVE A 10% SAVINGS ON MATERIAL HANDLING WITH TRANSPORTATION PLUS

To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8b) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 11:30am - 12:30pm, Saturdays, Sundays & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a $15.00 fee will be charged per shipment.

Advance Shipments to GES Warehouse (200 pound minimum per shipment)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.
Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials		*Materials Requiring Special Handling*	
	Standard Rates	*Transportation Plus Saving Rates*	*Standard Rates*	*Transportation Plus Saving Rates*
ST/ST	$ 108.00 cwt	**$ 97.20 cwt**	$ 135.00 cwt	**$ 121.50 cwt**
ST/OT	$ 140.40 cwt	**$ 126.36 cwt**	$ 175.50 cwt	**$ 157.95 cwt**
OT/OT	$ 172.80 cwt	**$ 155.52 cwt**	$ 216.00 cwt	**$ 194.40 cwt**

Direct Shipments to Exhibit Site (200 pound minimum per shipment)

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

	Crated Materials		*Materials Requiring Special Handling*		*Uncrated Materials*	
	Standard Rates	*Transportation Plus Saving Rates*	*Standard Rates*	*Transportation Plus Saving Rates*	*Standard Rates*	*Transportation Plus Saving Rates*
ST/ST	$ 118.00 cwt	**$ 106.20 cwt**	$ 153.40 cwt	**$ 138.06 cwt**	$ 188.80 cwt	**$ 169.92 cwt**
ST/OT	$ 153.40 cwt	**$ 138.06 cwt**	$ 199.40 cwt	**$ 179.46 cwt**	$ 245.40 cwt	**$ 220.86 cwt**
OT/OT	$ 188.80 cwt	**$ 169.92 cwt**	$ 245.40 cwt	**$ 220.86 cwt**	$ 302.10 cwt	**$ 271.89 cwt**

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.

First Carton.....$ 39.00
Each Additional Carton.....$ 20.00

- **Straight Time: Monday through Friday 8:00 am to 4:30 pm. Trucks signing in after 2:00 pm may be charged at the overtime rate.**
- **Overtime: All other times, Saturdays, Sundays, Holidays.**
- Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.
- Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
- Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

EXCESS DECLARED VALUE OPTION:
Note 1: Liability is limited to $0.50 per pound per package, $100.00 per package, or $1,500.00 per occurrence, whichever is less, unless a higher value is declared.
Note 2: Declared value $_____. Excess declared value available from GES, up to $100,000.00. Excess declared value is not available for items listed on form G-7.
☐ Check here, if requesting excess declared value ($1.00 per $100.00 of excess valuation will be assessed, $50.00 minimum charge).

Calculation Of Material Handling Charges For Standard Rates Only (Use Form R-8b For Transportation Plus Rates)

Our shipment will be sent to ☐ Exhibit Site / ☐ Warehouse on date:	via:	Total pieces:	
Total Weight (200 lb minimum per shipment):	÷ 100 =	x Rate:	= $
Small package cartons will be sent to ☐ Exhibit Site / ☐ Warehouse on date:	via:	Total cartons:	= $

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:
Advance Date:
- ***July 31, 2007:*** Advance shipments may begin arriving at warehouse.
- ***August 27, 2007:*** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% ($30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.**

Direct Dates:
- ***August 30, 2007:*** Direct shipments may begin arriving at the exhibit site.
- ***August 30, 2007:*** Last day for shipments to arrive at the exhibit site.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total Estimated Charges	$
2. $15.00 Weight Certificate Fee	$
3. 30% Late Arrival Surcharge	$
4. Excess Declared Value	$
5. Payment Enclosed	**$**

Authorized Signature: X

AUTHORIZED NAME - PLEASE PRINT | DATE

020107

GES Logistics Material Handling & Shipping Form

R-8b

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 888.454.4437 • FAX: 702.515.5972
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.515.5972

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Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

FORM DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Pick Up Information

DATE	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)	

ADDRESS STREET	CITY	STATE	ZIP	COUNTRY

PICK UP CONTACT	PHONE NUMBER	FAX NUMBER

SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)	WEEKEND
	☐ Pick Up ☐ Delivery

Delivery Information

DATE	RECEIVING HOURS

DESTINATION	EXHIBITOR NAME

SHOW NAME	BOOTH #

ADDRESS STREET	CITY	STATE	ZIP	COUNTRY

SHOW CONTRACTOR	CONTACT	PHONE NUMBER

Method Of Shipment

Ground: ☐ LTL
☐ Truck Load
Rates (price per shipment)
Shipments 0-100 lbs* _____ Shipments 101 lbs and up* _____
*Subject to applicable surcharges

Air: ☐ Next Day
☐ 2nd Day
☐ Deferred
***Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.**

☐ Special Instructions
(Additional charges may apply)

Weight & Dimensions (Final Rate Subject To Correct Weight & Dimensions)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*	*LIST EACH PIECE*	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Our shipment will be sent to ☐ Exhibit Site / ☐ Warehouse on date: via:	Total pieces:	
Total Weight (200 lb minimum per shipment): ÷ 100 =	x Rate: =	$
Small package cartons will be sent to ☐ Exhibit Site / ☐ Warehouse on date: via:	Total cartons: =	$

Hazardous Materials Contact Number

( ) _____-_____

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:
Advance Date:
- ***July 31, 2007:*** Advance shipments may begin arriving at warehouse.
- ***August 27, 2007:*** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% ($30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.**

Direct Dates:
- ***August 30, 2007:*** Direct shipments may begin arriving at the exhibit site.
- ***August 30, 2007:*** Last day for shipments to arrive at the exhibit site.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total Estimated Charges	$
2. 30% Late Arrival Surcharge	$
3. Excess Declared Value	$
4. Payment Enclosed	**$**

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

EXCESS DECLARED VALUE OPTION:

Note 1: STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.

Note 2: Liability is limited to $0.50 Per pound per package, $100.00 per package, or $1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 3: Declared value $_____. Excess declared value available from GES, up to $100,000.00. Excess declared value is not available for items listed on form G-7.

☐ Check here, if requesting excess declared value ($1.00 per $100.00 of excess valuation will be assessed, $50.00 minimum charge).

050806

ARUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

Society of American Archivists 71st Annual Meeting
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O GES EXPOSITION SERVICES
2350 SOUTH WOOD STREET
CHICAGO, IL 60608

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
July 31, 2007 and August 27, 2007.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 11:30am - 12:30pm, Saturday, Sunday & Holidays.

Carrier_____

GES

ARUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

Society of American Archivists 71st Annual Meeting
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O GES EXPOSITION SERVICES
2350 SOUTH WOOD STREET
CHICAGO, IL 60608

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
July 31, 2007 and August 27, 2007.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 11:30am - 12:30pm, Saturday, Sunday & Holidays.

Carrier_____

GES

DRUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

Society of American Archivists 71st Annual Meeting
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O GES EXPOSITION SERVICES
FAIRMONT HOTEL AT ILLINOIS CENTER
200 NORTH COLUMBUS DRIVE
CHICAGO, IL 60601

SHIPMENT SHOULD ARRIVE ONLY ON:
August 30, 2007.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier_____

Number_____of_____pieces

GES

DRUSH!
EXHIBITION FREIGHT
FROM:
DIRECT SHIPMENT
TO: _____
EXHIBITING COMPANY
Society of American Archivists 71st Annual Meeting
NAME OF EXHIBITION
_____
BOOTH NUMBER
C/O GES EXPOSITION SERVICES
FAIRMONT HOTEL AT ILLINOIS CENTER
200 NORTH COLUMBUS DRIVE
CHICAGO, IL 60601
SHIPMENT SHOULD ARRIVE ONLY ON:
August 30, 2007.
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.
Carrier_____
Number_____of_____pieces
GES

Click Here to View Carpet Brochure

Carpet Order Form

C-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

DISCOUNT DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

Price List

ITEM #	DESCRIPTION		DISCOUNT PRICE	REGULAR PRICE
STANDARD CARPET				
Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.				
5304	10'x10' 16 oz. Standard Booth Carpet		**$ 126.25**	$ 189.50
5305	10'x20' 16 oz. Standard Booth Carpet		**$ 253.75**	$ 380.75
5306	10'x30' 16 oz. Standard Booth Carpet		**$ 381.25**	$ 572.00
VISQUEEN PLASTIC COVERING FOR PROTECTION				
Includes installation and removal.				
5312	Plastic Covering	price/sq ft	**$ 0.49**	$ 0.73
PADDING				
GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.				
5313	Padding	price/sq ft	**$ 1.07**	$ 1.60

ITEM #	DESCRIPTION		DISCOUNT PRICE	REGULAR PRICE
CUSTOM-CUT CARPET				
Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.				
5309	16 oz. Standard Custom	price/sq ft	**$ 2.13**	$ 3.20
5310	26 oz. Plush Custom	price/sq ft	**$ 2.92**	$ 4.38
5311	50 oz. Ultra Plush Custom	price/sq ft	**$ 3.54**	$ 5.30

Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (Please call for a quote). Custom dye orders require 30 days to process. A minimum of 80 square feet is required for custom-cut carpet orders.

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

***Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Please Indicate Choice

- **16 oz. Standard Booth Carpet Color** (Item #'s 5304-5306 ONLY). Gray will be provided if no color is indicated below:
  ☐ Black ☐ Emerald Green ☐ Red
  ☐ Blue ☐ Gray ☐ Stone Blue
  ☐ Burgundy ☐ Purple
- **16 oz. Standard Custom-Cut Carpet Color** (Item # 5309 ONLY). Gray will be provided if no color is indicated below:
  ☐ Black ☐ Burgundy ☐ Gray
  ☐ Blue ☐ Emerald Green ☐ Red
- **26 oz. Plush Custom-Cut Carpet Color** (Item # 5310 ONLY). Dove will be provided if no color is indicated below:
  ☐ Cement ☐ Lava Rock ☐ Royal Blue
  ☐ Charcoal ☐ Navy ☐ Silky Beige
  ☐ Cobalt ☐ Onyx ☐ Silver
  ☐ Dove ☐ Red ☐ Snow
- **50 oz. Ultra Plush Custom-Cut Carpet Color** (Item # 5311 ONLY). Iceberg will be provided if no color is indicated below:
  ☐ Bisque ☐ Graphite ☐ Seascape
  ☐ Black ☐ Iceberg ☐ Sterling
  ☐ Cabernet ☐ Midnight ☐ Teal
- **Electrical Under Carpet?**
  ☐ Yes ☐ No
- **Calculate Total Square Footage**
  Width _____ x Length _____ = _____ Square Feet

Place Order Here

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5304	10'x10' 16oz. Standard Carpet		1	$
5305	10'x20' 16oz. Standard Carpet		1	$
5306	10'x30' 16oz. Standard Carpet		1	$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT =	TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	$
	2. 6% Rental Tax	$
	3. Payment Enclosed	$

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT | DATE

050806

Carpet Package Order Form

C-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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Fairmont Hotel at Illinois Center • August 30 - 31, 2007

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Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

GES Carpet Packages offer significant savings!

Rent any carpet package and save 10% off the regular price if these items were rented separately.
Carpet Packages must be received 14 days prior to move-in to guarantee delivery and color selection.

16 oz. carpet is included with all Standard Exhibit Systems (except #5101), and Hardwall.
26 oz. Plush and 50 oz. Ultra Plush are available with all exhibit system rentals as upgrades.

Price List

SAVE $ $ $

All Carpet Packages include:
Padding, Visqueen, and Cleaning.

Prices include delivery, installation, rental, and removal.
Cancellation Policy: *Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.*

ITEM #	DESCRIPTION		DISCOUNT PRICE	REGULAR PRICE
5301	16 oz. Standard Custom	price/sq ft	**$ 3.66**	$ 5.51
5302	26 oz. Plush Custom	price/sq ft	**$ 4.37**	$ 6.57
5303	50 oz. Ultra Plush Custom	price/sq ft	**$ 4.93**	$ 7.40

A minimum of 80 square feet is required for carpet package orders.

Please Indicate Choice

- **16 oz. Standard Custom-Cut Carpet Color** (Item # 5301 ONLY). Gray will be provided if no color is indicated below:
  ☐ Black ☐ Burgundy ☐ Gray
  ☐ Blue ☐ Emerald Green ☐ Red
- **26 oz. Plush Custom-Cut Carpet Color** (Item # 5302 ONLY). Dove will be provided if no color is indicated below:
  ☐ Cement ☐ Lava Rock ☐ Royal Blue
  ☐ Charcoal ☐ Navy ☐ Silky Beige
  ☐ Cobalt ☐ Onyx ☐ Silver
  ☐ Dove ☐ Red ☐ Snow
- **50 oz. Ultra Plush Custom-Cut Carpet Color** (Item # 5303 ONLY). Iceberg will be provided if no color is indicated below:
  ☐ Bisque ☐ Graphite ☐ Seascape
  ☐ Black ☐ Iceberg ☐ Sterling
  ☐ Cabernet ☐ Midnight ☐ Teal
- **Electrical Under Carpet?**
  ☐ Yes ☐ No
- **Calculate Total Square Footage**
  Width _____ x Length _____ = _____ Square Feet

Place Order Here

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	$
2. 6% Rental Tax	$
3. Payment Enclosed	$

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT | DATE

050806

Click Here to View Furniture & Accessories Brochure

Furniture & Accessories Order Form

A-1

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International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	CHAIRS		
5401	Plastic Contour Chair, *32x18x18.5*	$ 48.00	$ 72.00
5402	Contemporary Chair, *31x23x18*	$ 75.50	$ 113.25
5403	Contemporary Arm Chair, *31x23x18*	$ 82.00	$ 123.00
5404	Contemporary Stool, *48x17x18*	$ 88.25	$ 132.50
	TABLES		
5407	Square Table, *24x24x30*	$ 79.00	$ 118.50
5408	Rectangular Table, *24x36x30*	$ 85.25	$ 128.00
5409	Round Starbase Table, *40x30h*	$ 171.75	$ 257.75
5412	Round Starbase Table, *30x40h*	$ 171.75	$ 257.75
	SKIRTED TABLES		
	Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides		
5804	Skirted 4' Table, *Skirted 4 Sides, 24x30*	$ 114.25	$ 171.50
5805	Skirted 6' Table, *24x30*	$ 127.75	$ 191.75
5806	Skirted 8' Table, *24x30*	$ 141.25	$ 212.00
5807	4th Side Skirted, Optional	$ 35.75	$ 53.75
	SKIRTED COUNTERS		
	Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides		
5808	Skirted 4' Counter, *Skirted 4 Sides, 24x42*	$ 134.50	$ 201.75
5809	Skirted 6' Counter, *24x42*	$ 155.00	$ 232.50
5810	Skirted 8' Counter, *24x42*	$ 175.25	$ 263.00
5811	4th Side Skirted, Optional	$ 35.75	$ 53.75
	RISERS		
5812	4' Single Tier, *7" or 15"h, 8"w*	$ 31.25	$ 47.00
5813	6' Single Tier, *7" or 15"h, 8"w*	$ 44.00	$ 66.00
5814	4' Double Tier, *7" and 15"h, 8"w*	$ 44.00	$ 66.00
5815	6' Double Tier, *7" and 15"h, 8"w*	$ 57.00	$ 85.50
	CUSTOM BOOTH DRAPE		
0501	8'h Back Drape, *4' minimum* *Price/Ft.*	$ 15.50	$ 23.25
0502	3'h Side Drape, *4' minimum* *Price/Ft.*	$ 12.75	$ 19.25
	DISPLAY FURNITURE		
5645	**BPDL:** Pedestal w/Locking Door, *Black*	$ 338.00	$ 507.00
5646	**BPDA:** Pedestal, *Grey Nebula 12x12x42*	$ 167.75	$ 251.75
5647	**BPDB:** Pedestal, *Graphite Nebula 12x12x42*	$ 167.75	$ 251.75
5648	**BPDC:** Pedestal, *Grey Nebula 18x18x30*	$ 226.75	$ 340.25
5649	**BPDD:** Pedestal, *Graphite Nebula 18x18x30*	$ 226.75	$ 340.25
5650	**BPDE:** Pedestal, *Grey Nebula 24x24x36*	$ 285.75	$ 428.75
5651	**BPDF:** Pedestal, *Graphite Nebula 24x24x36*	$ 285.75	$ 428.75
5652	**BPDG:** Pedestal, *Grey Nebula 24x24x42*	$ 301.25	$ 452.00
	DISPLAY FURNITURE (Continued)		
5653	**BPDH:** Pedestal, *Graphite Nebula 24x24x42*	$ 301.25	$ 452.00
5654	**BPDJ:** Pedestal, *Grey Nebula 30x30x42*	$ 325.50	$ 488.25
5655	**BPDK:** Pedestal, *Graphite Nebula 30x30x42*	$ 325.50	$ 488.25
5643	**BET1:** Etagere, *Silver Finish*	$ 228.75	$ 343.25
5644	**BET2:** Etagere, *Black*	$ 228.75	$ 343.25
5818	4' Full View Display Case	$ 439.75	$ 659.75
5819	5' Full View Display Case	$ 452.50	$ 678.75
5820	6' Full View Display Case	$ 465.50	$ 698.25
5821	4' Half View Display Case	$ 439.75	$ 659.75
5822	5' Half View Display Case	$ 452.50	$ 678.75
5823	6' Half View Display Case	$ 465.50	$ 698.25
5824	4' Quarter View Display Case	$ 439.75	$ 659.75
5825	5' Quarter View Display Case	$ 452.50	$ 678.75
5826	6' Quarter View Display Case	$ 465.50	$ 698.25
5827	4' Corner View Display Case	$ 452.50	$ 678.75
5828	7' Vertical Display Case	$ 608.25	$ 912.50
	ACCESSORIES		
5801	Pegboard, White (1/4" Hole)	$ 135.25	$ 203.00
5816	Tackboard, Gray	$ 142.50	$ 213.75
5730	Bell Base Sign Holder	$ 63.50	$ 95.25
5731	Chrome Sign Holder	$ 63.50	$ 95.25
5732	Aluminum Easel	$ 50.75	$ 76.25
5733	Clothes Tree	$ 70.00	$ 105.00
5734	Bag Stand	$ 70.00	$ 105.00
5735	Garment Rack	$ 70.00	$ 105.00
5736	Waterfall Stand	$ 70.00	$ 105.00
5737	Literature Rack	$ 118.25	$ 177.50
5741	Refrigerator	$ 277.50	$ 416.25
5738	Aisle Stanchion w/o Chain	$ 37.50	$ 56.25
5739	Plastic Chain *Price/Ft.*	$ 4.00	$ 6.00
5740	Ticket Tumbler	$ 109.00	$ 163.50
5817	Wastebasket	$ 15.50	$ 23.25

Prices include delivery, installation, rental, and removal.

Cancellation Policy: *Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Please Indicate Choice

- **Table/Counter Skirt Color** (Item #'s 0501-0502, 5804-5811 ONLY). Gray will be provided if no color is indicated below:
  - ☐ Beige ☐ Forest Green ☐ Purple
  - ☐ Black ☐ Gold ☐ Red
  - ☐ Blue ☐ Gray ☐ Teal
  - ☐ Burgundy ☐ Mauve ☐ White
- **Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY). ☐ 6' Table ☐ 8' Table
- **Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY). ☐ 6' Table ☐ 8' Table
- **Tackboard/Pegboard Physical Alignment** (Item #'s 5801 & 5816 ONLY). ☐ Horizontal ☐ Vertical

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	$
	2. 6% Rental Tax	$
	3. Payment Enclosed	$
Authorized Signature – Please Sign:	**X**	
AUTHORIZED NAME - PLEASE PRINT		DATE

050806

Furniture Package Order Form

A-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

DISCOUNT DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

GES Furniture Packages offer significant savings!

Rent any furniture package and save 10% off the regular price, if these items were rented separately.

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5410	Furniture Package 1 *Includes: (1) 6' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket*	**$ 215.33**	$ 323.10
5411	Furniture Package 2 *Includes: (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket*	**$ 463.73**	$ 695.70

Prices include delivery, installation, rental, and removal.

Cancellation Policy: *Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.*

Please Indicate Choice

▷ **Table Skirt Color** (Item # 5410 ONLY). Gray will be provided if no color is indicated below:

☐ Beige	☐ Forest Green	☐ Purple
☐ Black	☐ Gold	☐ Red
☐ Blue	☐ Gray	☐ Teal
☐ Burgundy	☐ Mauve	☐ White

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
5410	Furniture Package 1			$
5411	Furniture Package 2			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	$
2. 6% Rental Tax	$
3. Payment Enclosed	$

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT | DATE

050806

Specialty Furniture Order Form

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International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	SEATING COLLECTIONS - NEWPORT		
5500	BLSD: Loveseat, *Charcoal Leather*	$ 564.50	$ 846.75
5501	BCOD: Corner, *Charcoal Leather*	$ 388.00	$ 582.00
5502	BSED: 3 pc. Sectional, *Charcoal Leather*	$ 1117.50	$ 1676.25
5503	BCHD: Armless Chair, *Charcoal Leather*	$ 334.50	$ 501.75
	SEATING COLLECTIONS - SOUTH BEACH		
5504	BSO2: 3 pc. Sectional, *Platinum Suede*	$ 1030.00	$ 1545.00
5505	BOTS: Wedge Ottoman, *Platinum Suede*	$ 179.00	$ 268.50
5506	BSO1: Sofa, *Platinum Suede*	$ 468.25	$ 702.50
5507	BOCA: T-Vac Chair, *Translucent/Chrome*	$ 222.00	$ 333.00
5508	BSC9: Panton Side Chair, *White*	$ 156.25	$ 234.50
	SEATING COLLECTIONS - RIO		
5509	BSOK: Sofa, *Blue Suede/Chrome Leg*	$ 482.00	$ 723.00
5510	BCHK: Chair, *Blue Suede/Chrome Leg*	$ 374.00	$ 561.00
	SEATING COLLECTIONS - LISBON		
5511	BSOC: Sofa, *Black Leather*	$ 562.75	$ 844.25
5512	BLSC: Loveseat, *Black Leather*	$ 515.00	$ 772.50
5513	BCHC: Chair, *Black Leather*	$ 391.50	$ 587.25
	SEATING COLLECTIONS - FLORENCE		
5514	BSOG: Sofa, *Cream*	$ 433.25	$ 650.00
5515	BCHG: Chair, *Cream*	$ 351.75	$ 527.75
	SEATING COLLECTIONS - CAPPUCCINO		
5516	BOCL: Occasional Chair, *Chocolate*	$ 271.50	$ 407.25
	SEATING COLLECTIONS - MONACO		
5517	BSOL: Sofa, *Gold Suede*	$ 507.25	$ 761.00
5518	BOCK: Chair, *Camouflage*	$ 344.50	$ 516.75
	SEATING COLLECTIONS - KEY WEST		
5519	BSOM: Sofa, *Black*	$ 400.50	$ 600.75
5520	BLSM: Loveseat, *Black*	$ 357.00	$ 535.50
5521	BOCB: Tub Chair, *Black*	$ 275.00	$ 412.50
	SEATING - CLUB CHAIRS		
5503	BCHD: Newport Armless Chair, *Charcoal*	$ 334.50	$ 501.75
5501	BCOD: Newport Corner, *Charcoal Leather*	$ 388.00	$ 582.00
5513	BCHC: Lisbon Chair, *Black Leather*	$ 391.50	$ 587.25
5515	BCHG: Florence Chair, *Cream*	$ 351.75	$ 527.75
5510	BCHK: Rio Chair, *Blue Suede/Chrome Leg*	$ 374.00	$ 561.00
5522	BOCH: Barcelona Chair, *Black*	$ 570.25	$ 855.50
5521	BOCB: Tub Chair, *Black*	$ 275.00	$ 412.50
5518	BOCK: Chair, *Camouflage*	$ 344.50	$ 516.75
	SEATING - OTTOMANS		
5505	BOTS: South Beach Ottoman, *Platinum*	$ 179.00	$ 268.50
5523	BOTQ: Square Ottoman, *White Leather*	$ 249.75	$ 374.75
5524	BOTN: Bench Ottoman, *White Leather*	$ 299.50	$ 449.25
5525	BOTP: Square Ottoman, *Black Leather*	$ 249.75	$ 374.75
5526	BOTM: Bench Ottoman, *Black Leather*	$ 299.50	$ 449.25
5527	BOTH: Cube Ottoman, *Black Leather*	$ 78.25	$ 117.50
5528	BOTE: Cube Ottoman, *Raspberry*	$ 78.25	$ 117.50
5529	BOTB: Cube Ottoman, *Natural*	$ 78.25	$ 117.50
5530	BOTC: Cube Ottoman, *Lemon*	$ 78.25	$ 117.50
5531	BOTD: Cube Ottoman, *Blueberry*	$ 78.25	$ 117.50
5532	BOTF: Cube Ottoman, *Chocolate Brown*	$ 78.25	$ 117.50
5533	BOTG: Cube Ottoman, *Russet*	$ 78.25	$ 117.50
5534	BOTL: Half Round Ottoman, *White*	$ 298.50	$ 447.75
5535	BOTK: Half Round Ottoman, *Black*	$ 298.50	$ 447.75
	SEATING - CHAIRS		
5507	BOCA: T-Vac Chair, *Translucent/Chrome*	$ 222.00	$ 333.00
5536	BOCX: Tub Occasional Chair, *Black*	$ 203.75	$ 305.75
5516	BOCL: Cappuccino Chair, *Chocolate*	$ 271.50	$ 407.25
5537	BOCR: Stage Chair, *Red Slipcover*	$ 150.00	$ 225.00
5538	BOCC: Stage Chair, *Camel Slipcover*	$ 150.00	$ 225.00
5539	BOCY: Stage Chair, *Onyx Slipcover*	$ 150.00	$ 225.00
5540	BOCZ: Stage Chair, *Beige Slipcover*	$ 150.00	$ 225.00
5541	BSCR: Panton Side Chair, *Orange*	$ 156.25	$ 234.50
	SEATING - CHAIRS (Continued)		
5542	BSCY: Panton Side Chair, *Yellow*	$ 156.25	$ 234.50
5508	BSC9: Panton Side Chair, *White*	$ 156.25	$ 234.50
5543	BSC1: NY Chair, *Onyx/Maple Back/Chrome*	$ 147.50	$ 221.25
5544	BSC4: Jetson Chair, *Black*	$ 143.25	$ 215.00
5545	BSC6: Manhattan Chair, *Oyster*	$ 173.75	$ 260.75
5546	BSC3: Brewer Chair, *Onyx/Black*	$ 108.50	$ 162.75
5547	BSC2: Brewer Chair, *Grey/Chrome*	$ 108.50	$ 162.75
5548	BCO4: Iso Mesh Chair, *Black*	$ 227.00	$ 340.50
5549	BXC6: Altura Guest Chair, *Black Crepe*	$ 216.50	$ 324.75
5550	BXC3: Luxor Guest Chair, *Black Leather*	$ 239.00	$ 358.50
5551	BCS2: Stacking Chair, *Red*	$ 97.25	$ 146.00
5552	BCS1: Stacking Chair, *Blue*	$ 97.25	$ 146.00
	SEATING - BARSTOOLS		
5553	BBS1: Ohio Barstool, *Red/Chrome*	$ 166.00	$ 249.00
5554	BBS2: Ohio Barstool, *Black/Chrome*	$ 166.00	$ 249.00
5555	BBS3: Ohio Barstool, *Grey/Chrome*	$ 166.00	$ 249.00
5556	BBST: Banana Barstool, *White/Chrome*	$ 115.75	$ 173.75
5557	BBSS: Banana Barstool, *Black/Chrome*	$ 115.75	$ 173.75
5558	BBSD: Oslo Barstool, *Blue*	$ 211.75	$ 317.75
5559	BBSC: Oslo Barstool, *White*	$ 211.75	$ 317.75
5560	BBSL: Gin Barstool, *Maple/Chrome*	$ 149.25	$ 224.00
5561	BBSN: Jetson Barstool, *Black*	$ 191.75	$ 287.75
	SEATING - OFFICE & UTILITY SEATING		
5562	BSC5: Tilt Executive Arm Chair, *Black*	$ 201.25	$ 302.00
5563	BXC2: Luxor Mid Back Executive, *Black*	$ 268.75	$ 403.25
5564	BXC1: Luxor High Back Executive, *Black*	$ 295.00	$ 442.50
5565	BXC5: Altura Mid Back Executive, *Black*	$ 251.00	$ 376.50
5566	BXC4: Altura High Back Executive, *Black*	$ 262.50	$ 393.75
5567	BTC1: Tablet Chair, *Flip Top*	$ 108.75	$ 163.25
5568	BSY1: Altura Task Chair, *Black Crepe*	$ 106.25	$ 159.50
5569	BDF1: Altura Drafting Stool, *Black Crepe*	$ 154.50	$ 231.75
5570	BSC8: Flex Side Wheel Chair	$ 117.00	$ 175.50
	TABLES - CAFÉ		
5571	BZTK: 30" Maple, *Black Base*	$ 162.75	$ 244.25
5572	BZTP: 36" Maple, *Black Base*	$ 190.00	$ 285.00
5573	BZTJ: 30" Graphite Nebula, *Black Base*	$ 162.75	$ 244.25
5574	BZTN: 36" Graphite Nebula, *Black Base*	$ 190.00	$ 285.00
5575	BZTM: 36" Grey Nebula, *Black Base*	$ 190.00	$ 285.00
5576	BZTF: 30" Metallic Silver, *Black Base*	$ 210.50	$ 315.75
5577	BZTB: 30" Brushed Red, *Black Base*	$ 162.75	$ 244.25
5578	BZTC: 30" Brushed Blue, *Black Base*	$ 162.75	$ 244.25
5579	BXTK: 30" Maple, *Tulip Chrome Base*	$ 217.00	$ 325.50
5580	BXTP: 36" Maple, *Tulip Chrome Base*	$ 257.75	$ 386.75
5581	BXTJ: 30" Graphite Nebula, *Chrome Base*	$ 217.00	$ 325.50
5582	BXTN: 36" Graphite Nebula, *Chrome Base*	$ 257.75	$ 386.75
5583	BXTM: 36" Grey Nebula, *Chrome Base*	$ 257.75	$ 386.75
5584	BXTF: 30" Metallic Silver, *Chrome Base*	$ 264.50	$ 396.75
5585	BXTB: 30" Brushed Red, *Chrome Base*	$ 217.00	$ 325.50
5586	BXTC: 30" Brushed Blue, *Chrome Base*	$ 217.00	$ 325.50
	TABLES - BAR		
5587	BVTK: 30" Maple, *Black Base*	$ 169.50	$ 254.25
5588	BVTP: 36" Maple, *Black Base*	$ 208.50	$ 312.75
5589	BVTJ: 30" Graphite Nebula, *Black Base*	$ 169.50	$ 254.25
5590	BVTN: 36" Graphite Nebula, *Black Base*	$ 208.50	$ 312.75
5591	BVTM: 36" Grey Nebula, *Black Base*	$ 208.50	$ 312.75
5592	BVTF: 30" Metallic Silver, *Black Base*	$ 221.25	$ 332.00
5593	BVTB: 30" Brushed Red, *Black Base*	$ 169.50	$ 254.25
5594	BVTC: 30" Brushed Blue, *Black Base*	$ 169.50	$ 254.25
5595	BWTK: 30" Maple, *Tulip Chrome Base*	$ 221.25	$ 332.00
5596	BWTP: 36" Maple, *Tulip Chrome Base*	$ 260.75	$ 391.25
5597	BWTJ: 30" Graphite Nebula, *Chrome Base*	$ 221.25	$ 332.00
5598	BWTN: 36" Graphite Nebula, *Chrome Base*	$ 260.75	$ 391.25

Specialty Furniture Order Form

B-2

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DISCOUNT DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	TABLES - BAR (Continued)		
5699	**BWTM:** 36" Grey Nebula, *Chrome Base*	**$ 260.75**	$ 391.25
5600	**BWTF:** 30" Metallic Silver, *Chrome Base*	**$ 273.50**	$ 410.25
5601	**BWTB:** 30" Brushed Red, *Chrome Base*	**$ 221.25**	$ 332.00
5602	**BWTC:** 30" Brushed Blue, *Chrome Base*	**$ 221.25**	$ 332.00
	TABLES - MARTINI BAR		
5603	**BBR1:** Bar/Counter	**$ 855.00**	$ 1282.50
5604	**BBRC:** 3 pc. Bar/Counter Circle	**$ 2274.25**	$ 3411.50
	TABLES - CONFERENCE		
5605	**BCE2:** Geo Rectangle, *Glass/Chrome*	**$ 316.50**	$ 474.75
5606	**BCF2:** Geo Rectangle, *Glass/Black*	**$ 316.50**	$ 474.75
5607	**BCE1:** Geo Square, *Glass/Chrome*	**$ 207.75**	$ 311.75
5608	**BCF1:** Geo Square, *Glass/Black*	**$ 196.00**	$ 294.00
5609	**BCG1:** Manhattan, *Glass/Black*	**$ 237.25**	$ 356.00
5610	**BCB2:** 6' Graphite Nebula	**$ 351.50**	$ 527.25
5611	**BCB3:** 8' Graphite Nebula	**$ 432.75**	$ 649.25
5612	**BCD2:** 6' Grey Nebula	**$ 351.50**	$ 527.25
5613	**BCD3:** 8' Grey Nebula	**$ 432.75**	$ 649.25
5614	**BCA2:** 6' Rectangle Brandy	**$ 293.50**	$ 440.25
5615	**BCA3:** 8' Rectangle Brandy	**$ 364.50**	$ 546.75
5616	**BCA4:** 10' Rectangle Brandy	**$ 451.75**	$ 677.75
5617	**BCC2:** 6' Rectangle Maple	**$ 294.75**	$ 442.25
5618	**BCC3:** 8' Rectangle Maple	**$ 366.00**	$ 549.00
5619	**BCC4:** 10' Rectangle Maple	**$ 447.75**	$ 671.75
5620	**BCB1:** 42" Round Graphite Nebula	**$ 260.75**	$ 391.25
5621	**BCD1:** 42" Round Grey Nebula	**$ 261.75**	$ 392.75
5622	**BCA1:** 42" Round Brandy	**$ 255.25**	$ 383.00
5623	**BCC1:** 42" Round Maple	**$ 258.25**	$ 387.50
	TABLES - COCKTAIL		
5624	**BC1E:** 36" Round Silverado	**$ 204.75**	$ 307.25
5625	**BC1D:** Soho, *Steel Base/Chocolate Top*	**$ 268.75**	$ 403.25
5626	**BC1G:** 20" Round Paris, *Bunching*	**$ 122.25**	$ 183.50
5627	**BC1K:** Inspiration	**$ 232.75**	$ 349.25
5628	**BC1F:** Geo Rectangle, *Glass/Black*	**$ 173.00**	$ 259.50
5629	**BC1C:** Geo Rectangle, *Glass/Chrome*	**$ 178.00**	$ 267.00
5630	**BC1M:** Visions, *Cherry*	**$ 167.75**	$ 251.75
5631	**BC1H:** West Indies	**$ 220.75**	$ 331.25
5632	**BC1L:** Chestnut/Graphite	**$ 199.25**	$ 299.00
	TABLES - END TABLES		
5633	**BE1E:** 24" Round Silverado	**$ 192.50**	$ 288.75
5634	**BE1D:** Soho, *Steel Base/Chocolate Top*	**$ 232.75**	$ 349.25
5635	**BE1K:** Inspiration	**$ 220.75**	$ 331.25
5636	**BE1F:** Geo Square, *Glass/Black*	**$ 155.00**	$ 232.50
5637	**BE1C:** Geo Square, *Glass/Chrome*	**$ 160.75**	$ 241.25
5638	**BE1M:** Visions, *Cherry*	**$ 149.25**	$ 224.00
5639	**BE1H:** West Indies	**$ 179.00**	$ 268.50
5640	**BE1L:** Chestnut/Graphite	**$ 174.50**	$ 261.75
	PRODUCT DISPLAY		
5641	**BBC1:** Bookcase, *Maple*	**$ 242.00**	$ 363.00
5642	**BBC2:** Bookcase, *Brandy*	**$ 241.75**	$ 362.75
5643	**BET1:** Etagere, *Silver Finish*	**$ 228.75**	$ 343.25
5644	**BET2:** Etagere, *Black*	**$ 228.75**	$ 343.25
5645	**BPDL:** Pedestal w/Locking Door, *Black*	**$ 338.00**	$ 507.00
5646	**BPDA:** Pedestal, *Grey Nebula 12x12x42*	**$ 167.75**	$ 251.75
5647	**BPDB:** Pedestal, *Graphite Nebula 12x12x42*	**$ 167.75**	$ 251.75
5648	**BPDC:** Pedestal, *Grey Nebula 18x18x30*	**$ 226.75**	$ 340.25
5649	**BPDD:** Pedestal, *Graphite Nebula 18x18x30*	**$ 226.75**	$ 340.25
5650	**BPDE:** Pedestal, *Grey Nebula 24x24x36*	**$ 285.75**	$ 428.75
5651	**BPDF:** Pedestal, *Graphite Nebula 24x24x36*	**$ 285.75**	$ 428.75
5652	**BPDG:** Pedestal, *Grey Nebula 24x24x42*	**$ 301.25**	$ 452.00
5653	**BPDH:** Pedestal, *Graphite Nebula 24x24x42*	**$ 301.25**	$ 452.00
5654	**BPDJ:** Pedestal, *Grey Nebula 30x30x42*	**$ 325.50**	$ 488.25
5655	**BPDK:** Pedestal, *Graphite Nebula 30x30x42*	**$ 325.50**	$ 488.25
	OFFICE & UTILITY FURNITURE		
5656	**BJD1:** Executive Desk, *Maple*	**$ 367.25**	$ 551.00
5657	**BJD2:** Executive Desk, *Brandy*	**$ 347.75**	$ 521.75
5658	**BCR1:** Storage Credenza, *Maple*	**$ 384.25**	$ 576.50
5659	**BCR2:** Storage Credenza, *Brandy*	**$ 349.75**	$ 524.75
5660	**BL21:** Lateral File, *Maple*	**$ 306.75**	$ 460.25
5661	**BL22:** Lateral File, *Brandy*	**$ 285.75**	$ 428.75
5662	**BPO1:** Lecturn Podium, *Cherry*	**$ 216.50**	$ 324.75
5663	**BPO2:** Podium, *Adjustable Height*	**$ 450.25**	$ 675.50
5664	**BPO3:** Kiosk, *Black/Maple*	**$ 344.25**	$ 516.50
5665	**BCP3:** Training Table, *Privacy Panel/Grey*	**$ 222.00**	$ 333.00
5666	**BCP5:** Computer Table, *Graphite Nebula*	**$ 228.50**	$ 342.75
5667	**BWD2:** Writing Desk, *Graphite*	**$ 228.00**	$ 342.00
	LAMPS		
5668	**BLAF:** Lumalight Lamp, *Red*	**$ 228.00**	$ 342.00
5669	**BLAD:** Lumalight Lamp, *White*	**$ 228.00**	$ 342.00
5670	**BLAE:** Lumalight Lamp, *Orange*	**$ 228.00**	$ 342.00
5671	**BLA1:** Floor Lamp, *Pewter*	**$ 113.25**	$ 170.00
5672	**BLA2:** Parisian Lamp, *Pewter*	**$ 111.50**	$ 167.25
5673	**BLA3:** Lamp, *Ruby*	**$ 111.50**	$ 167.25

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				$
				$
				$
				$
				$

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Custom orders are available. Please call for quote.

Cancellation Policy: *Items cancelled will be charged **100%** of original price after move-in begins.*

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	$
2. 6% Rental Tax	$
3. Payment Enclosed	$

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT | DATE

050806

STANDARD EXHIBITS

Click Here to View Standard Exhibits Brochure

Standard Exhibit System Order Form

D-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

Society of American Archivists 71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

DISCOUNT DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	20' X 20' EXHIBITS		
2202	20x20 Island/Peninsula	$ 11718.00	$ 17577.00
2211	20x20 Island/Peninsula	$ 18409.25	$ 27614.00
2216	20x20 Island	$ 18486.75	$ 27730.25
5105	20x20 Island	$ 8435.00	$ 12652.50
	10' X 20' EXHIBITS		
1206	10x20 Inline, *White Hardwall Only*	$ 5660.00	$ 8490.00
1209	10x20 Inline	$ 7846.25	$ 11769.50
1210	10x20 Inline, *White Hardwall Only*	$ 5660.00	$ 8490.00
1215	10x20 Inline	$ 10582.25	$ 15873.50
1216	10x20 Inline	$ 11333.00	$ 16999.50
5104	10x20 Inline	$ 5673.00	$ 8509.50
	10' X 10' EXHIBITS		
1101	10x10 Inline	$ 5150.50	$ 7725.75
1107	10x10 Corner	$ 5477.25	$ 8216.00
1114	10x10 Inline	$ 4095.00	$ 6142.50
1118	10x10 Inline	$ 4117.00	$ 6175.50
1119	10x10 Inline	$ 4084.50	$ 6126.75
5004	10x10 Inline, *White Hardwall Only*	$ 1752.75	$ 2629.25
5006	10x10 Inline, *White Hardwall Only*	$ 1773.25	$ 2660.00
5007	10x10 Inline, *White Hardwall Only*	$ 1807.00	$ 2710.50
5008	10x10 Inline, *White Hardwall Only*	$ 1261.75	$ 1892.75
5009	10x10 Inline, *White Hardwall Only*	$ 1684.50	$ 2526.75
5101	6' Tabletop Display	$ 1290.25	$ 1935.50
5102	10x10 Inline	$ 1368.00	$ 2052.00
5103	10x10 Inline	$ 2580.50	$ 3870.75

Delivery, installation, rental, and dismantling are included in package price.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	ACCESSORIES		
5011	Hardwall Arm Light, *Black or White*	$ 57.75	$ 86.75
5106	Information Counter, *1 Meter*	$ 311.25	$ 467.00
5107	Information Counter, *2 Meter*	$ 426.50	$ 639.75
5108	Information Counter, *1 Meter Curved*	$ 615.75	$ 923.75
5109	Shelf, *1 Meter x 10"*	$ 52.00	$ 78.00
5110	Slatwall, *1 Meter x 8'*	$ 390.25	$ 585.50
5112	Arm Light, *Black or White*	$ 66.25	$ 99.50
5113	Wirewall Panel, *Black or White*	$ 381.25	$ 572.00
5114	Tackboard, *4' x 8'*	$ 446.00	$ 669.00
5115	Light Box, *Small, Graphics Not Included*	$ 276.25	$ 414.50
5116	Light Box, *Medium, Graphics Not Included*	$ 447.25	$ 671.00
5117	Light Box, *Large, Graphics Not Included*	$ 566.75	$ 850.25
	SLATWALL ACCESSORIES		
5012	Shelf, *1 Meter x 10"*	$ 57.50	$ 86.25
5013	Waterfall, *7 Ball*	$ 24.00	$ 36.00
5014	Waterfall, *Hooks*	$ 24.00	$ 36.00
5015	Hook, *4", 6", or 8"*	$ 5.50	$ 8.25
5016	Hangbar, *1 Meter*	$ 57.75	$ 86.75
5017	Hangbar, *2 Meter*	$ 129.75	$ 194.75
	SMOOTHWALL GRID ACCESSORIES		
5018	Waterfall, *7 Ball*	$ 24.00	$ 36.00
5019	Hook, *4", 6", or 8"*	$ 5.50	$ 8.25
5020	Hangbar, *1 Meter*	$ 57.75	$ 86.75
5021	Hangbar, *2 Meter*	$ 129.75	$ 194.75

Cancellation Policy: *Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.*

Please Indicate Choice

- **16 oz. Standard Custom-Cut Carpet Color** (Item # 5301 ONLY). Gray will be provided if no color is indicated below:
  ☐ Black ☐ Burgundy ☐ Gray
  ☐ Blue ☐ Emerald Green ☐ Red
- **26 oz. Plush Custom-Cut Carpet Color** (Item # 5302 ONLY). Dove will be provided if no color is indicated below:
  ☐ Cement ☐ Lava Rock ☐ Royal Blue
  ☐ Charcoal ☐ Navy ☐ Silky Beige
  ☐ Cobalt ☐ Onyx ☐ Silver
  ☐ Dove ☐ Red ☐ Snow
- **50 oz. Ultra Plush Custom-Cut Carpet Color** (Item # 5303 ONLY). Iceberg will be provided if no color is indicated below:
  ☐ Bisque ☐ Graphite ☐ Seascape
  ☐ Black ☐ Iceberg ☐ Sterling
  ☐ Cabernet ☐ Midnight ☐ Teal
- **Electrical Under Carpet?**
  ☐ Yes ☐ No
- **Calculate Total Square Footage**
  Width _____ x Length _____ = _____ Square Feet

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	$
2. 6% Rental Tax	$
3. Payment Enclosed	$

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT | DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, so please email gesgraphics@ges.com for a quote. An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

- For Additional Custom Graphics, please send a request to email address gesgraphics@ges.com
- For Custom Exhibits, please send a request to email address exhibitdesign@ges.com

050806

Graphics & Signage Order Form

I-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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Society of American Archivists
71st Annual Meeting

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DISCOUNT DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5905	7" x 11" Sign	**$ 24.00**	$ 36.00
5906	7" x 44" Sign	**$ 34.50**	$ 51.75
5907	11" x 14" Sign	**$ 24.00**	$ 36.00
5908	14" x 22" Sign	**$ 34.50**	$ 51.75
5909	14" x 44" Sign	**$ 69.00**	$ 103.50
5910	22" x 28" Sign	**$ 69.00**	$ 103.50
5911	28" x 44" Sign	**$ 138.00**	$ 207.00
5912	10" x 60" Sign	**$ 67.50**	$ 101.25
5913	20" x 60" Sign	**$ 134.50**	$ 201.75
5914	40" x 60" Sign	**$ 268.75**	$ 403.25
5915	48" x 96" Sign	**$ 516.25**	$ 774.50
5931	Easel Back	**$ 7.50**	$ 11.25

All standard signs are digitally produced on white foamcore. Standard sign price includes text/copy placement in a color specified herein on a single side.

CUSTOM SIGNS

GES maintains fully-equipped graphics shops that offer:

Graphic Design
Desktop Publishing
Backlit Graphics
Vinyl Graphics
Graphics Presentation
Large Format Printing
POP Displays
Lamination
Logo Reproduction
Vinyl Banners

For custom work quotation, please contact us at:
gesgraphics@ges.com
File submission requirements and guidelines for custom signage are contained within the page titled "Digital File Submission Guide."

Please Indicate Choice

- **Background Color** (Item #'s 5905-5915 ONLY). White will be provided if no color is indicated below:
  ☐ Black ☐ Green ☐ White
  ☐ Blue ☐ Red ☐ Yellow
- **Copy Color** (Item #'s 5905-5915 ONLY). Black will be provided if no color is indicated below:
  ☐ Black ☐ Green ☐ White
  ☐ Blue ☐ Red ☐ Yellow
- **Indicate Physical Alignment** (Item #'s 5905-5915 ONLY).
  ☐ Horizontal ☐ Vertical

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	$
2. 9 % Sales Tax	$
3. Payment Enclosed	$

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT | DATE

COMPLETE COPY

Please Print. Attach a layout to this form if necessary.

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Digital File Submission Guide

Society of American Archivists
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Sending your graphic and image files to the GES Creative Services Department

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

Acceptable Media

- **CD-ROM (CD-R or CD-RW)**
- **DVD-ROM (DVD-R *only*)**
- **Email attachment (limited to maximum size of 2mb)**
- **FTP (mandatory .zip or .sit compression)**

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of event*
Name your files appropriately for easy identification. **Do not** send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

Optimal File Types and Resolution

VECTOR: This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

BITMAP: This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

Acceptable Software

Program	Version	File Extension	Description	Special Considerations
Adobe Acrobat	7.0	.pdf	Portable Document	Convert to .pdf using appropriate high-quality output settings
Adobe Illustrator	CS2 (12.0)	.ai, .eps	Vector Drawing	Avoid embedding bitmap images
Adobe InDesign	CS2 (3.0)	.indd	Page Layout	Include appropriate links/fonts/images
Adobe Photoshop	CS2 (8.0)	.tif, .psd, .eps	Bitmap Editing	File should be in CMYK color space
CorelDraw	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkExpress	6.5	.qxd	Page Layout	Include appropriate links/fonts/images

Page/Artwork Dimensions

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

Color Specifications & Proofs

Supplied bitmap files should be in the CMYK color space. All colors in Vector and Page Layout applications should be specified using the Pantone Matching System (PMS®). GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

Typefaces/Fonts

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Still Have Questions?

If you still have questions or concerns about your artwork or method of delivery, please contact us at gesgraphics@ges.com (please indicate what city your event is being held in).

I&D SERVICES

Click Here to View Installation & Dismantling Brochure

GES

Installation & Dismantling Order Form

L-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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DISCOUNT DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.

Important Information & Rates

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor is one (1) hour per worker. All labor is charged in one half (½) hour increments per worker. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show-Site
Straight Time	$ 95.00	$ 118.75	$ 142.50
Overtime	$ 142.50	$ 178.25	$ 213.75
Double Time	$ 190.00	$ 237.50	$ 285.00

If an individual laborer has worked for eight straight hours between 8:00 AM and 4:30 PM, Monday through Friday (excluding holidays), the overtime rate will apply during the hours of 4:30 PM through 8:30 PM on that same day for that laborer.

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All day on Saturdays
- Double Time: All other times, Sundays & Holidays.

- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service

☐ **GES SUPERVISED (OK TO PROCEED)**
Please complete "Key Information" form (L-2)
GES will supervise labor to:
- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI, Labor.

A 25% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **EXHIBITOR SUPERVISED (DO NOT PROCEED)**
Exhibitor will supervise.
- *Indicate workers needed for installation* **and** *dismantling*
- GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

➢ **GES is responsible for the following type of booth:**
☐ Pop-up ☐ Two Story ☐ Custom
☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*TOTAL # OF WORKERS*	*LABOR RATE*	*TOTAL*
	AM PM	AM PM				$
	AM PM	AM PM				$
	AM PM	AM PM				$
	AM PM	AM PM				$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total Labor Ordered	$
	2. 25% ($50.00) GES Supervision	$
	3. Payment Enclosed	$
Authorized Signature:	**X**	
	AUTHORIZED NAME - PLEASE PRINT	DATE

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Key Information

L-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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FORM DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

Inbound Freight Information

Carrier _____ Shipped By _____ Date _____

Number of Pieces _____ Weight _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Set-up Information for GES Installation

☐ **Set Up Drawings Attached** _____ ☐ Rental Carpet Color

☐ **Set Up Drawings With Exhibit** _____ ☐ Own Carpet Color _____

☐ Case/Crate Number _____ ☐ Padding _____

☐ Number of Workers required for set up _____ Approximate time for set up _____

☐ Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

Did You Order —

Electrical ☐ Yes ☐ No Electrical Under Carpet ☐ Yes ☐ No

Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit

Booth Cleaning ☐ Yes ☐ No Other Items _____

Furniture ☐ Yes ☐ No _____

A/V Furniture ☐ Yes ☐ No _____

Telephone ☐ Yes ☐ No _____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____

☐ Prepaid ☐ Collect Address _____

☐ Bill To _____ City/State/Zip _____

_____ Second Consignee _____

_____ Address _____

☐ GES Storage _____ City/State/Zip _____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____

Telephone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization ☐ Yes ☐ No

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Official Contractors Information

Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

a. Supervision may be provided by the Exhibitor.

b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more

a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in an occurrence.

b. $2,000,000 with respect to injuries to more than one person in any occurrence.

c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage and/or statutory limitation.

d. GES Exposition Services and Show Management must be named as additional insureds.

Any exhibitor who has identified a exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with GES or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.

4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

5. The Exhibitor Appointed Contractor:

a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor manual, including all union rules and regulations.

b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificates of Insurance shall name GES Exposition Services, Inc. (Official Contractor), Conference & Logistics Consultants (Show Management), Fairmont Hotel at Illinois Center (Facility), and Society of American Archivists 71st Annual Meeting (Show) as additional insureds. See attached example.

c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.

d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.

e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.

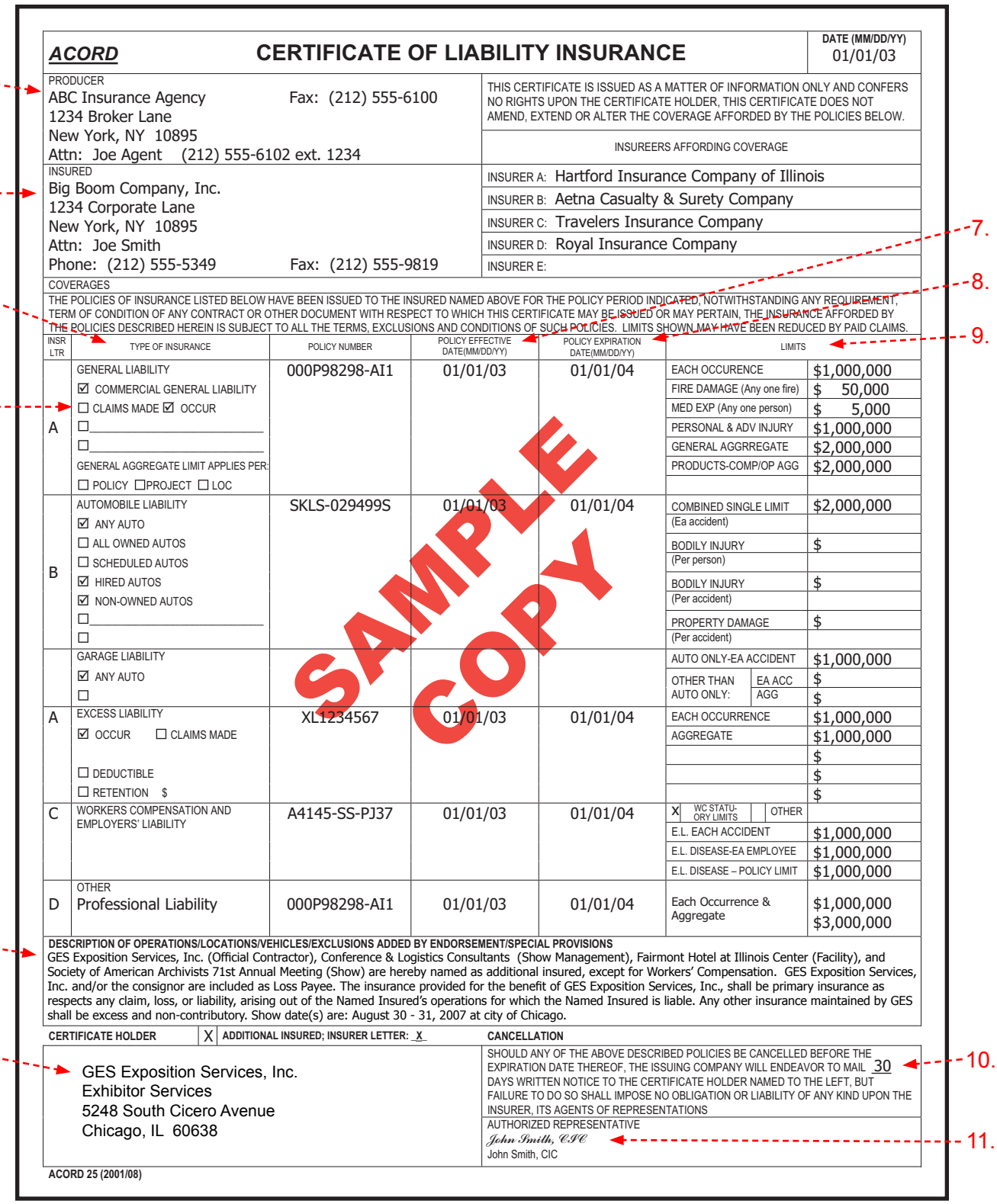
f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.

g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.

h. Must coordinate all of its activities with GES Exposition Services.

i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.

6. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.



ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY) 01/01/03

1. PRODUCER
ABC Insurance Agency Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

2. INSURED
Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: Hartford Insurance Company of Illinois
INSURER B: Aetna Casualty & Surety Company
INSURER C: Travelers Insurance Company
INSURER D: Royal Insurance Company
INSURER E:

COVERAGES

3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY ☑ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☑ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-AI1	01/01/03	01/01/04	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	$1,000,000 $ 50,000 $ 5,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY ☑ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☑ HIRED AUTOS ☑ NON-OWNED AUTOS ☐ _____ ☐	SKLS-029499S	01/01/03	01/01/04	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$2,000,000 $ $ $
	GARAGE LIABILITY ☑ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$1,000,000 $ $
A	EXCESS LIABILITY ☑ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	XL1234567	01/01/03	01/01/04	EACH OCCURRENCE AGGREGATE	$1,000,000 $1,000,000 $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/03	01/01/04	X WC STATU-ORY LIMITS / OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE – POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
D	OTHER Professional Liability	000P98298-AI1	01/01/03	01/01/04	Each Occurrence & Aggregate	$1,000,000 $3,000,000

SAMPLE COPY

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
GES Exposition Services, Inc. (Official Contractor), Conference & Logistics Consultants (Show Management), Fairmont Hotel at Illinois Center (Facility), and Society of American Archivists 71st Annual Meeting (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: August 30 - 31, 2007 at city of Chicago.

CERTIFICATE HOLDER | X | ADDITIONAL INSURED; INSURER LETTER: X | CANCELLATION

6. GES Exposition Services, Inc.
Exhibitor Services
5248 South Cicero Avenue
Chicago, IL 60638

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE
John Smith, CIC
John Smith, CIC

ACORD 25 (2001/08)

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: GES Expositions Services, Inc. (Show Contractor), Conference & Logistics Consultants (Show Management), Fairmont Hotel at Illinois Center (Facility), and Society of American Archivists 71st Annual Meeting (Show) must be named as additional insureds.
6. CERTIFICATE HOLDER: Must be GES Expositions Services, Inc.
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.
8. POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Notice of Intent to Use Exhibitor-Appointed Contractor

L-4

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

FORM DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

A non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services with all necessary information by the deadline date indicated above.

Contract/Display House _____

Street Address _____

City, State, Zip _____

Phone (area code _____) _____ Fax (area code _____) _____

Contact: _____

Description of Proposed Service for Exhibitor: _____

_____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

Rules & Regulations

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
3. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
6. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/ exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
7. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or GES management.
10. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

For Insurance and safety reasons, the official contractor designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

No exceptions will be made

Tips to Exhibitor Appointed Contractors (EACs)

1. Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified “No Freight Aisle” you or your client depending upon your billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

Booth Layout Form

H-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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Society of American Archivists
71st Annual Meeting

Fairmont Hotel at Illinois Center • August 30 - 31, 2007

FORM DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

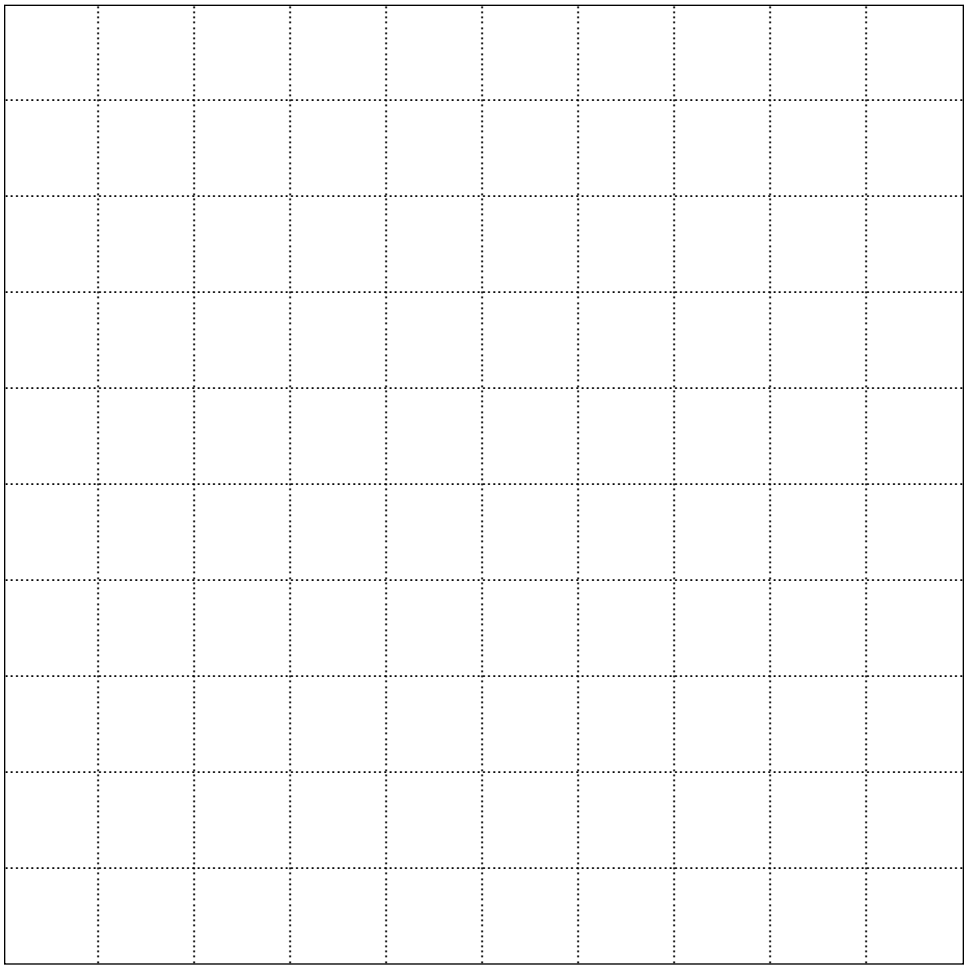
This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

- ☐ Electrical Forms (For Non-standard Distribution) — *Form E-1*
- ☐ Hanging Signs — *Form H-1*
- ☐ Show Cases — *Form A-1*
- ☐ Pegboard / Tackboard — *Form A-1*
- ☐ Special Colored Drape — *Form A-1*
- ☐ Standard Exhibit Systems (If exhibit size is smaller than booth size) — *Form D-1*
- ☐ Pad and Carpet (If you are not carpeting your entire booth) — *Form C-1*

To use this grid:
- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number:_____)

Indicate Adjacent Booth or Aisle Number: _____



Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number:_____)

060305

Cleaning Order Form

J-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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DISCOUNT DEADLINE DATE:
Thursday, August 9, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

Price List

ITEM #	*DESCRIPTION*		*DISCOUNT PRICE*	*REGULAR PRICE*
	VACUUMING			
	Includes emptying your wastebasket nightly.			
9070	Vacuuming for Duration of Show	price per square foot per day of show	**$ 0.29**	$ 0.44
9071	Vacuuming Per Day	price per square foot per day	**$ 0.39**	$ 0.58
9072	Vacuuming Before Show Open Only	price/sq ft	**$ 0.41**	$ 0.62
	SHAMPOOING			
9073	Shampooing Before Show Open Only	price/sq ft	**$ 0.47**	$ 0.71
	MOPPING & WAXING			
9074	Mopping & Waxing Before Show Open Only	price/sq ft	**$ 0.24**	$ 0.35
	PERIODIC PORTER SERVICE			
	GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included. Calculate by your booth size.			
9075	0-500 sq ft	per day	**$ 75.60**	$ 113.40
9076	501-1500 sq ft	per day	**$ 228.90**	$ 343.35
9077	1501-3000 sq ft	per day	**$ 275.63**	$ 413.44
9078	3001 sq ft and above	per day	**$ 323.14**	$ 484.71

PORTER SERVICE LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show-Site
Straight Time	$ 34.10	$ 42.75	$ 51.25
Overtime	$ 59.70	$ 74.75	$ 89.50

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays, Sundays and Holidays.

- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service

Calculate Total Square Footage
Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?
☐ Yes ☐ No

Please list dates Vacuuming Per Day/Periodic Porter Service is needed:

_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicenter**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM #	*DESCRIPTION*	*TOTAL SQ FT*	*X PRICE/SQ FT*	*X NO.OF DAYS*	*= TOTAL PRICE*
9070	Vacuuming Duration			2 days	$
9071	Vacuuming Per Day				$

ITEM #	*DESCRIPTION*	*TOTAL SQ FT*	*X PRICE/SQ FT*	*= TOTAL PRICE*
9072	Vacuuming Before Show Only			$
9073	Shampooing Before Show Only			$
9074	Mop/Wax Before Show Only			$

ITEM #	*DESCRIPTION*	*PRICE*	*X NO.OF DAYS*	*= TOTAL PRICE*
	Periodic Porter Service			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	$
	2. **Payment Enclosed**	$

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE

050806

THE Fairmont CHICAGO

PSAV™ PRESENTATION SERVICES

Exhibitor Order Form

CONFERENCE NAME _____

COMPANY _____

BOOTH # _____

DATE REQUESTED _____ TO _____

Please indicate the number of phone lines requested:

_____ Laptop Computer	$215.00*	_____DVD / VHS Player	$115.00*
_____Direct Dial Line	$175.00*	_____42" Plasma Screen	$750.00*
_____High Speed Internet	$650.00*	_____19" LCD Monitor	$150.00*
_____Each Additional IP/PC	$250.00*	Wireless Internet Available upon Request Please call for pricing options	
_____20 amp Electrical	$125.00		

*Charges are per day.
Service Charge of 20% applies to all equipment. Does not apply to phone, internet or electrical services.

If charges are to be applied to a Credit Card please fill out all the information listed below for authorization.

Name (Print) _____

Credit Card Type: Please Cirlce - **VISA** **Mastercard** **American Express**

PERSONAL *or* CORPORATE

Card # _____

Expiration Date _____

Signature _____

E-mail Address _____

BILLING ADDRESS _____
(Business Address for Corporate Cards)

CITY, STATE, ZIP _____

PHONE NUMBER _____

Please return to the following:
Presentation Services
at The Fairmont Hotel
200 North Columbus Drive
Chicago, IL 60601
Phone # (312) 565-1101
Fax # (312) 565-4935

Presentation Services
Fairmont Hotel Chicago
200 North Columbus Drive
Chicago, Il 60601
Phone: (312) 565-1101
Fax: (312) 565-4935

ADVANCE PAYMENT REQUIRED AND RENTAL CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT

Video Equipment	Daily Rate	Qty	Days	Total
1/2" VHS w\ repeat	$95			
DVD Player	$100			
27" Video Monitor	$150			
42" Plasma Monitor	$900			
Computer and Data Monitors W\ 6' VGA Cable				
IBM ____ Mac ____				
17" Data Monitor	$100			
20" Data Monitor	$150			
26" Data Monitor	$225			
29" Data Monitor	$300			
31" Data Monitor	$350			
35" Data Monitor	$350			
37" Data Monitor	$600			
LCD Projector and Flat Panels				
XGA LCD Projector w\ 6" Screen	$750			
15" Flatscreen LCD Monitor	$250			
20" Flatscreen LCD Monitor	$475			
42" Plasma Monitor	$900			
50" Plasma Monitor	$1,300			
Slide Projection	$100			
Caramate W\ Timer	$50			
Videowalls				
**Please call for pricing				
Updated Jan 05				

Audio Equipment	Daily Rate	Qty	Days	Total
55watt powered speaker	$50			
75watt powered speaker	$85			
Handheld microphone	$45			
Lavaliere Microphone	$45			
Wireless Lav Microphone	$170			
Wireless Hand Held Microph	$170			
Electrical Power: Must be ordered with all AV				
120v 20amp w\ quad	$125			
*On site order of above	$150			
1500w 208v drop	*call			
3000w 208v	*call			

Electrical not subject to 20% service charge or 6% tax.

All electrical is a one time only charge

Equipment Totals	
20% Service Charge	
6% Chicago Rental Tax on Equipment Total Only	
Electrical Total	
Grand Total	

ALL ON SITE ORDERS ARE SUBJECT TO AN ADDITIONAL 20% SERVICE CHARGE. ***PLEASE FAX ALL ORDERS TO PRESENTATION SERVICES AT (312) 565-4935***